
MIT Job Description

Job Title: Program/Project Coordinator	Position Title: Coordinator, Evaluation & Enrollment - Admissions
Reports to: Diane Jordan, Associate Director, Evaluation & Enrollment	% Effort or Wkly Hrs: 100%
Department: Sloan Admissions	Grade 6

Position Overview:

The Admissions Team at MIT Sloan is responsible for all Marketing, Recruiting, and Evaluation processes for the MBA, MBA Early, Sloan Fellows MBA, Master of Finance (MFin), Master of Business Analytics (MBAn), and Master of Science in Management Studies (MSMS) programs.

As a member of the Evaluation & Enrollment team, the Coordinator is a key member who is responsible for contributing to and supporting evaluation strategies and implementing initiatives in order to assess and enroll candidates applying to all programs. The Coordinator will support all programs (MBA, MBA Early, Sloan Fellows MBA, MBAn, MFin, and MSMS) with a primary focus on supporting MFin and MSMS programs. The Coordinator will report to the Associate Director and will work closely with other members of the Evaluation & Enrollment team.

The Coordinator is tasked with assisting with day-to-day management of the evaluation calendar, application logistics and evaluation processes, including working cross-functionally with members of the Admissions Marketing, and Events teams as well as with the MFin and MSMS Program Offices, and International Student Office. This person will also participate in and support Admissions recruiting events.

The Coordinator ensures high quality delivery of service to prospective students and applicants and manages several technology systems daily, including our application, evaluation and CRM system, SLATE. In addition, this position manages logistics for the application and interview process, and supports the on-boarding of admitted students. The Coordinator identifies and develops operational and process innovations and solutions where precedents or procedures may not exist.

The Coordinator will be able to work in a hybrid environment with a minimum of 3 days in the office (located in Cambridge, MA) and the remainder of the week remotely. In office days will be on a set schedule to accommodate for office coverage when prospective students are on campus.

Principal Duties and Responsibilities:

1. Evaluation & Enrollment Management Activities and Administration (50%)
 - Plans, coordinates, organizes, and prioritizes processes to ensure that the application evaluation is on track to complete reviews in allocated timeframe. Supports these activities across the other MIT Sloan programs.
 - Coordinates projects related to the evaluation of applications across programs including the implementation of an integrated evaluation calendar.
 - Coordinates admissions projects related to candidate interviews (all MIT Sloan adMITs are interviewed prior to an offer of admission.) This includes tracking the interviewee pool, establishing a scheduling approach, and problem solving to ensure timely completion.
 - Ensures evaluation funnel tasks are on schedule and updated in project system, Smartsheet.
 - Works closely with the Associate Director(s) to ensure enrollment targets are met.
 - Collaborates with the International Student Office (ISO) to ensure admitted applicants receive necessary documentation and liase between ISO and Sloan Admissions to tro ubleshootany visa or international student issues that may arise.

2. System Management (35%)

- Manages and maintains the admissions CRM and application system (Slate)
- Develops and tracks metrics related to applications across programs.
- Creates and generates detailed queries and reports for use by the Evaluation & Enrollment and Leadership teams.
- Develops system communications plans
- Collaborates with other Evaluation & Enrollment Coordinators to revise program applications, , overseeing interview scheduling, and evaluation forms (inquiry, registration, etc.).
- Proposes, develops, and implements efficiencies and improvements related to the operations and systems within the Admissions Office.
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3. Other Admissions Activities (15%)

- Assess and evaluate the fit of prospective applicants by reviewing candidate profiles, identifying suitable candidates, conducting phone conversations, and providing written feedback.
- Prospect relationship management, including encouraging high potentials and admitted students to apply to and enroll in the program, through email correspondence, telephone calls, counseling walk-ins and liaising with student activities groups, etc.
- Assist with recruiting events for prospective candidates and adMIT events – including registration, logistics, set up, and presentation; including evening/weekend meetings and occasional weekend travel.
- Identifies, develops, and initiates innovations and solutions where precedents or procedures may not exist.

Other duties as assigned or needed to support the overall function of the Admissions Office.

Supervision Received:

Supervision is provided by the Associate Director of Evaluation & Enrollment. Position requires ability to make sound judgements, communicate effectively, and work independently with minimal supervision.

Qualifications & Skills:

Required:

- Bachelor's degree.
- Minimum 2 years of administration and/or project/program management experience.
- Organized with attention to detail.
- Excel and PowerPoint proficiency.
- Exceptional interpersonal, communication (oral and written) in order to represent Admissions, MIT Sloan master's programs to internal and external audiences.
- Ability to travel and work occasional evening and weekend hours to assist with events.

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- Deals with confidential information and/or issues using discretion and judgment.
 - Demonstrated success in customer service with ability to show initiative and patience
 - Prior experience using the Technolutions Slate suite of products is preferred.

Competencies:

- The ability and desire to work autonomously in a fast-changing team environment in a flat organization and to function equally well as an initiator, facilitator and implementer.
- Ability and desire to work with/within a diverse community by modeling and promoting the values of MIT, including advocating for and demonstrating an understanding of the qualities that promote and sustain such a community
- Strong desire to **Contribute** – manages ambiguity and navigates change; demonstrates desire and drive for learning; is self-directed and proactive
- Willingness to **Collaborate** – works toward team success; collaborates with others; communicates openly and effectively
- Passion to **Engage** within the community – act with caring and a sense of community; fosters innovation and experimentation; builds diversity and inclusion

*** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.*